



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

IN REPLY REFER TO:

COMNAVREG MIDLANT
INST 11011.11
REG ENG/DRE
01 DEC 2004

COMNAVREG MIDLANT INSTRUCTION 11011.11

Subj: SITE APPROVAL PROCESS

Ref: (a) OPNAVINST 11000.16
(b) COMNAVFACINST 11010.45
(c) COMNAVREGMIDLANTINST 11011.10
(d) NAVSEA OP-5

Encl: (1) NAVFAC Site Approval Forms
(2) COMNAVREG MIDLANT Regional Engineer Environmental Checklist
(3) COMNAVREG MIDLANT Regional Engineer Site Approval Procedures
(4) Site Approval Checklist

1. Purpose. Provide guidance for process and preparation of site approvals in the Navy Region, Mid-Atlantic Area of Responsibility (AOR).

2. Cancellation. This instruction supersedes all base and local instructions on this subject in the Mid-Atlantic Region.

3. Background

a. Per reference (a), Regional Commanders are responsible for management of land and facilities in their regions. Reference (a) stipulates that planning documentation will be prepared and submitted in accordance with reference (b). Reference (c) assigns responsibility of real property management to the Regional Engineer (REG ENG). The site approval process is part of this responsibility.

b. Reference (b) requires site approval for all Navy projects and non-Navy projects sited on Navy-controlled land holdings regardless of funding source for the following situations:

(1) Any project site that will have explosive safety criteria implications associated with ammunitions and

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explosives. Reference (d) requires that explosive safety criteria be applied to sites "in close proximity" (defined as 200 feet) to Explosive Safety Quantity Distances (ESQD) Arcs.

(2) Any project that affects or is affected by airfield safety criteria.

(3) Any project that creates or is proposed to be in an area of electromagnetic illumination or involves electromagnetic transmission.

(4) Any project that proposes changing the use of a facility.

(5) Any project that changes or has the potential to change the land use or physical layout of an area (footprint) or substantially reconfigures an existing facility.

4. Policy

a. The site approval process is the review of proposed projects that affect or may affect Navy or Non-Navy facilities located on Navy-controlled land holdings. The site approval process review includes determining if the proposed project is compatible with mission requirements, man-made constraints, natural constraints, and all applicable laws and regulations. All site approvals will conform to the Regional Shore Infrastructure Plan (RSIP). Man-made constraints involve the Regional Land Use Plan; ESQD Arcs; airfield safety; Air Installation Compatibility Use Zones (AICUZ); Hazards of Electromagnetic Radiation to Ordnance (HERO); Hazards of Electromagnetic Radiation to People (HERP); Hazards of Electromagnetic Radiation to Fuel (HERF); Utilities, Installation Restoration Sites; and Historic Preservation. Natural constraints involve the Integrated Resource Management Areas; wetlands; flood plains; endangered or threatened species; and cultural resources.

b. Activities initiating a proposed project will submit a request for site approval, signed by the unit commander or their designated representative, to the responsible Public Works Officer (PWO). Activity and REG ENG Planning Staffs will prepare Section (A) of enclosure (1). Final site approval will not be granted until all required National Environmental Protection Act (NEPA), Clean Air Act (CAA) documentation; and REG ENG Environmental Checklists, enclosure (2), are completed. Activity and REG ENG Environmental Staffs will prepare enclosure (2).

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The request will be processed by the REG ENG in accordance with enclosures (3) and (4). A site approval involving explosive electromagnetic radiation, or airfield safety requires approval through the applicable authority: Naval Ordnance Safety and Security Activity (NOSSA), Department of Defense Explosives Safety Board (DDESB), Space and Naval Warfare Systems Command (SPAWAR), Naval Air Systems Command (NAVAIR), or Chief of Naval Operations (CNO).

c. Site approvals are granted based upon the information in the request for site approval. The site approval becomes invalid if any of that information changes.



F. F. AUCREMANNE
Chief of Staff

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**REQUEST FOR PROJECT SITE APPROVAL/EXPLOSIVES SAFETY CERTIFICATION NAVFAC
11010/31 (REV. 5-2001)**

**PART I
INSTRUCTIONS IN NAVFACINST 11010.45**

SECTION A - INSTALLATION SUBMISSION

1. To:		2. From:		
3. Program Year:	4. Cost (\$000):	5. Type Funding:	6. Activity UIC:	7. Date:
8. Category Code and Project Title:				9. Project
10. Type of Project:		11. Type of Request:		
<input type="checkbox"/> New Construction	<input type="checkbox"/> Relocation of Structure	<input type="checkbox"/> Airfield Safety Site		
<input type="checkbox"/> Change Use	<input type="checkbox"/> Maintenance and/or Repairs	<input type="checkbox"/> Explosives Site/Safety		
<input type="checkbox"/> Addition to Existing	<input type="checkbox"/> Repair By Replacement	<input type="checkbox"/> EMR Site Approval		
<input type="checkbox"/> Major Modification to Existing Facility	<input type="checkbox"/> Demolition	<input type="checkbox"/> Resubmittal or Standard Site Approval		
12. Project Description:				
13. _____ Set(s) of Project Maps Attached		14. _____ Set(s) Part II Division(s) Attached		

SECTION B - EFD REVIEW

1. Name/Code/Phone No. of Reviewer/ E-Mail Address:		2. Date
3. Evaluation:		
4. Safety Review Requested: (check appropriate box(es))		5. Date
<input type="checkbox"/> NOSSA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CNO <input type="checkbox"/> OTHER		
5. Date of Safety Certification: <u>NOSSA</u> <u>DDESB</u> <u>SPAWAR</u> <u>NAVAIR</u> <u>CNO</u> <u>OTHER</u>		

SECTION C - FINAL SITE APPROVAL ACTION

1. Approvals:		2. Certification Identification:	
<input type="checkbox"/> Site Approved <input type="checkbox"/> Site Disapproved <input type="checkbox"/> Deferred/Returned <input type="checkbox"/> Explosives Safety Certification <input type="checkbox"/> Explosives Safety Certification <input type="checkbox"/> Interim Construction Waiver Approved		3. Remarks:	
4. Other Required:	<input type="checkbox"/> Airfield Safety Waiver <input type="checkbox"/> Final Explosives Safety	5. Approving	6. Date:

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REQUEST FOR PROJECT SITE APPROVAL/EXPLOSIVES SAFETY CERTIFICATION NAVFAC 11010/31 (REV. 5-2001)
PART II DIVISION A – EXPLOSIVES SAFETY
INSTRUCTIONS IN NAVFACINST 11010.45

1. NEW/Class/Division/ESQD arcs * of project:

2. CNO Waivers and Exemptions:

3. Personnel: (numbers)

	Proposed	Existing
Military:		
Civilian:		
Contractor:		
Other:		

4. Facility Number/Types

PersonnelNEWClass/DivisionDistance*
Actual/Required

5. Siting Rationale:

* Distance from project. Specify IB, (Inhabited Building); IL, (Intraline); IM, (Intermagazine); PTR, (Public Transportation Route); B, (Barricaded); UB, (Unbarricaded)

6. Signature of public Works/Base Civil Engineer (Name/Code) Incl E-Mail Address

9. Signature of Explosive Safety Officer/Installation Safety Officer
Incl E-Mail Address7. Telephone Numbers:
()
DSN

8. Date:

10. Telephone Numbers:
()
DSN

11. Date:

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REQUEST FOR PROJECT SITE APPROVAL/EXPLOSIVES SAFETY CERTIFICATION NAVFAC 11010/31 (REV. 5-2001)
PART II DIVISION B – AIRFIELD SAFETY
INSTRUCTIONS IN NAVFACINST 11010.45

1. Runway Number and Type:	2. Airfield Elevation:	3. Ground Elevation at Project Site:
4. Lateral Distance from Runway Centerline:	5. Height of Facility:	
6. Horizontal Distance to Primary Surface or Edge of Parking Apron:		
7. Siting Rationale:		
8. Existing Waivers:		
9. Zoning: (Including AICUZ zone & civilian zoning designation if applicable)		
10. Point of Contact: - Include E-Mail Address	12. Requested By:	
11. Telephone Number: () DSN	13. Date:	

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REQUEST FOR PROJECT SITE APPROVAL/EXPLOSIVES SAFETY CERTIFICATION NAVFAC 11010/31 (REV. 5-2001)
PART II DIVISION C – ELECTROMAGNETIC RADIATION SAFETY
INSTRUCTIONS IN NAVFACINST 11010.45

1. TRANSMITTER

(a) Manufacturer's Name/Type:

(b) Nomenclature:

(e) Output Power Information

(1) Peak Envelope Power (PEP):

(g) Pulse Characteristics

(1) Pulse Width:

(c) Frequency Allocation Status:

(2) Mean/Average Power:

(2) Pulse Repetition Frequency (PRF):

(d) Frequency Range:

(f) Modulation Type Information:

☐ Pulsed ☐ FM ☐ AM ☐ Other

(3) Duty Cycle:

2. LINEAR ANTENNA

(a) Manufacturer's Name/Type:

(b) Nomenclature:

(d) Height Above Ground:

(f) Polarization/Pattern:

(c) Dimensions:

(e) Elevation Angle:

(g) Main Beam Gain:

(h) Coverage Angle:

3. APERTURE ANTENNA

(a) Manufacturer's Name/Type:

(b) Nomenclature:

(f) Horizontal Beamwidth:

(i) Gain:(1) Main Beam:

(2) 1st Side Lobe Gain:

(c) Dimension:

(g) Vertical Beamwidth:

(j) Coverage Angle:

(d) Height Above Ground:

(h) Scan Characteristics:

(1) Type of Scanning:

(e) Minimum Antenna Elevation Angle:

(2) Vertical/Horizontal Scanning Coverage:

4. HERP (Hazard of EMR to Personnel)

(a) Distance to nearest occupied building - describe:

(b) Description of intended method to restrict access to potential EMR hazard zones:

5. HERF (Hazard of EMR to Fuel)

(a) Distance to nearest fueling facility operation:

(b) Type of fuel in vicinity:

6. HERO (Hazards of EMR to Ordnance) - Complete Part II Division A:

7. Point of Contact:

9. Requested By:

8. Telephone Number:

10. Date:

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PROJECT/PLANNING ENVIRONMENTAL CHECKLIST

The following checklist is designed to assist personnel in determining the environmental requirements and concerns associated with a proposed project. Please complete the top portion of this page and pages 2, 3, and 4; provide any additional information (such as DD-1391 or Scope of Work, site maps, etc.) that will further explain the project.

Upon completion, please forward to the Regional Environmental Group, NEPA & Environmental Planning Program by fax 462-7060. The NEPA Coordinator will evaluate and respond within two weeks and will be your POC for all environmental issues associated with this project.

1. Name of Project: _____ Project Number: _____
2. Activity requesting Project: _____
3. Activity POC/phone: _____
4. Brief Description of the Project (Proposed Action): Attach 1391, SOW, or other project description.

5. When is project due for funding? _____
6. When is project scheduled to begin or to be awarded? _____

Checklist Preparer (Print Name) Checklist Preparer (Signature) Date

To be completed by Environmental NEPA Program Manager

1. Environmental Actions Required:

- | | | |
|-------------------------------|-----|----|
| • CATEX | yes | no |
| • EA / EIS | yes | no |
| • CCD | yes | no |
| • RONA | yes | no |
| • Env. Permits/Notifications: | yes | no |
| • Other Env. Concerns: | yes | no |

2. Comments: _____

Environ. Evaluator (Print Name) Environ. Evaluator(Signature) Date

Enclosure (2)

National Environmental Policy Act (NEPA):

NEPA is the national charter for protection of the environment. NEPA ensures that environmental information is available to decision-makers and identifies reasonable alternatives to actions that have the potential to have significant environmental impacts. The following questions will help determine what level of NEPA documentation is required.

Yes	No	Unsure							
			1. Will the action (negatively) affect public health or safety?						
			2. Will the action significantly effect the human environment, or be controversial? <i>(Example: Will the community object to the proposed action? Will traffic, noise, or pollution increase in the community? Will the demolition of the golf course be publicly controversial? Note: The human environment is interpreted to include the natural/physical environment and the relationship of people with that environment (including economic and social aspects).)</i>						
			3. Will the action establish precedents for future actions with significant effects? <i>(Example actions include: Establishing New Bombing Ranges, Demolishing Historic Bldgs)</i>						
			4. Will the action have the potential to impact:						
			A. <u>Wetlands:</u> <i>(Is an Army Corp of Eng. permit required (action not covered under regional or nationwide permit? or Will the project violate the Navy's "No Net Loss" wetland policy.)</i>						
			B. <u>Endangered Species:</u> <i>(Would the National Marine Fisheries Service or US Fish & Wildlife Service oppose a "No Adverse Effect" determination for threatened or endangered species or critical habitat; --- If no threaten or endanger species inhabit the area —then answer - NO .)</i>						
			C. <u>Archaeological or Historical Sites:</u> <i>(Would the State Historic Preservation Office oppose a "No Adverse Effect" determination)</i>						
			D. <u>Remediation Efforts:</u> <i>(Does the action conflict with remediation plans or activities, such as those that occur under the Installation Restoration (IR) program)</i>						
Resulting Actions			<ul style="list-style-type: none"> If any of the above are "Yes" or "Unsure" an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) may be required. Contact the Regional Environmental Group to assist and coordinate this effort. If all responses are "No" it is appropriate to assume that the proposed action will not have a significant environmental effect. For these instances, the appropriate level of NEPA documentation is Categorical Exclusion (CATEX) to NEPA requirements. State the CATEX that applies for this action. One of the most commonly used CATEXs is printed below as an example. 						
			<table border="1"> <thead> <tr> <th colspan="2">CATEX Applies</th> <th></th> </tr> <tr> <th>Yes</th> <th>No</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>(i). New construction that is consistent with existing land use and, when completed, the use or operation of which complies with existing regulatory requirements. (For example: a building on a parking lot with associated discharges/runoff that are within existing handling capacities; a bus stop along a roadway; and a foundation pad for portable buildings within a building complex.</td> </tr> </tbody> </table>	CATEX Applies			Yes	No	
CATEX Applies									
Yes	No								
		(i). New construction that is consistent with existing land use and, when completed, the use or operation of which complies with existing regulatory requirements. (For example: a building on a parking lot with associated discharges/runoff that are within existing handling capacities; a bus stop along a roadway; and a foundation pad for portable buildings within a building complex.							

Coastal Zone Management Act (CZMA):

The federal consistency requirement of the CZMA, requires federal actions that have the potential to effect coastal resources to be consistent to the maximum extent practical with state and local regulations. The following questions will help determine what level of Coastal Consistency Determination (CCD) is required.

Yes	No	Unsure	
			1. Will the action, (regardless of its location) have a direct/immediate or indirect/delayed effect on natural resources, land uses or water uses in the State's coastal zone. Effects are not just environmental effects, but include effects on coastal uses. The Coastal Zone is defined as coastal waters and extends inland from the shorelines only to the extent necessary to control shore-lands.
Resulting Actions			<ul style="list-style-type: none"> • If "Yes" or "Unsure" a CCD may be required. Contact Env. for assistance • If "No" a CCD is not required

General Conformity Rule and Record of Non-Applicability (RONA)

The Clean Air Act (CAA) prohibits Federal Agencies from engaging in any action, which does not conform to local efforts to control air pollution. The air pollutant of concern in the Hampton Roads region, is ozone. The following questions will determine if a full Conformity analysis or a RONA (Record of Non-Applicability) applies to this project.

Yes	No	Unsure	
			1. Is there a General Conformity Rule exemption (40 CFR 51.853) that applies?
Resulting Actions			<ul style="list-style-type: none"> • If "Yes" – Stop and complete RONA citing exemption; • If "No" go to next question; • If "Unsure" contact Environmental for assistance
			2. Are both VOC & NO _x emissions, resulting from this action below 100 tons per year?
Resulting Actions			<ul style="list-style-type: none"> • If "Yes" – Stop and complete RONA citing calculations; • If "No" or "Unsure" contact Environmental for assistance.

Other Environmental Concerns that can Influence Planning or Design

The following environmental issues have potential to impact the project during the planning or design phase.

Yes	No	Unsure	
			1. Will the project disturb soil or unpaved land? If yes, list approximate size:
			2. Will the project take place in, near or over a waterway If yes, list the body of water:
			3. Does the project involve the disturbance of petroleum-contaminated soil or groundwater?
Resulting Actions			<ul style="list-style-type: none"> • If "Yes" or "Unsure" the action may affect natural resource or require additional funding. Contact Environmental for more details. • If "No" – no environmental action is required

Environmental Permits and Notifications

The following environmental issues may not impact planning or design phase, but must be addressed prior to project execution.

Yes	No	Unsure	
			<p>1. Will the project result in the installation of any equipment that will be classified as an air emission source?</p> <p><i>(Examples of air emissions sources include but are not limited to: Abrasive blast glovebox/booth; Boilers; Dry cleaning equipment; Firing Ranges; Fuel fired equipment (ex. space heaters, pumps, compressors); Gasoline/fuel dispensing devices; Generators; Incinerators; Laboratory equipment; Paint booths; Solvent cleaning/Degreasing units; or Woodworking equipment)</i></p>
			<p>2. Will the project involve the installation or demolition of petroleum product storage tanks in quantities of 55 gallons or greater?</p>
			<p>3. Will the construction, demolition, or operation phase of this project generate waste that will require disposal?</p>
			<p>4. Will the construction or demolition phase of this project generate material that can be recycled (concrete, steel, etc.)?</p>
			<p>5. Will the project result in the installation of any new processes or activities that require a connection to the storm-water system?</p> <p>If yes, list the process:</p>
			<p>6. Will the project result in the installation of any new industrial processes that require a connection to the sanitary sewer system?</p> <p>If yes, list the process.</p>
Resulting Actions			<ul style="list-style-type: none"> • If “Yes” or “Unsure” an environmental permit or state notification may be required. • If “No – no environmental action is required

Additional Comments:

NAVY REGION MID-ATLANTIC, REGIONAL ENGINEER (REG ENG)
SITE APPROVAL STANDARD OPERATING PROCEDURES

Subj: REGIONAL ENGINEER SOP FOR SITE APPROVALS

Encl: (1) Site Approval Process
(2) Site Approval Checklist

PROCEDURES. An outline and timeline for the following procedures is provided in enclosure (1).

1. Requirement is identified in writing by the activity's Commander or their designated representative to the responsible Public Works Officer (PWO). The Activity may enclose a prepared NAVFAC 11010/31 Parts I and II.
2. PWO forwards to Regional Engineering staff for review and action.
3. Requesting activity and RE staff prepare a Request for Site Approval/Explosives Safety Certification form, NAVFAC 11010/31 Part I, Section A and, as needed, Part II, Division A-Explosive Safety, Division B-Airfield Safety, and/or Division C-Electromagnetic Radiation Safety, and site maps.
4. REG ENG planner reviews the proposed site as applicable to assure siting that complies with: applicable land use plans/RSIPs, natural constraints such as wetlands, floodplains, endangered or threatened species, unique vegetation, natural resource management areas, and the integrated cultural resources management plan; and man-made land use constraints such as ESQD arcs, air clearance zones, AICUZ zones, HERO/HERP/HERF zones, Installation Restoration sites, and utilities. REG ENG planner will utilize the Site Approval Checklist (enclosure (2)) to ensure that all required issues are considered. REG ENG planner may use existing land use maps or RLMP, wetlands delineation maps, historic/cultural resources maps, AICUZ maps, ESQD maps, Installation Restoration site maps, as required, to properly site a project, prepare the NAVFAC 11010/31 form and to review the site approval. REG ENG planner may also contact other Navy organizations for assistance.
5. If no NAVFAC 11010/31 Part II (Explosive Safety, Airfield Safety, Electromagnetic Radiation Safety) is required, the REG ENG planner will complete Part I-Section C. Block 3 recommending the appropriate action. The planner supervisor will obtain Regional Facility Management Officer concurrence and then forward the Site Approval through the PWO to the Installation Commander for final approval and signature of Part I-Section C, Block 5.

Enclosure (3)

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6. If the NAVFAC 11010/31 Part II is required, the REG ENG planner will complete Part I-Section A, and then forward via the PWO to a Site or Base Development Planner trained in Safety Certification Site Approvals to complete NAVFAC 11010/31 Part I-Sections B and C. The site approval will then be sent to the applicable approving authority (NOSSA, DDSEB, SPAWAR, NAVAIR, OR CNO). When complete, a PWO representative will inform the requesting activity of the approval of the proposed site and the conditions of approval.

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Site Approval Checklist

Provide initials or N/A next to each of the following blocks to indicate that all of these issues have been considered in the development of the accompanying Site Approval.

- _____ 1) Land use plans/RSIPs
- _____ 2) Environmental issues (includes all natural constraints such as wetlands, floodplains, endangered or threatened species, unique vegetation, and natural resource management areas)
- _____ 3) Cultural/Historic issues (includes the integrated cultural resources management plan)
- _____ 4) ESQD arcs
- _____ 5) Airfield clearance criteria
- _____ 6) AICUZ
- _____ 7) HERO/HERP/HERF zones
- _____ 8) Installation Restoration sites
- _____ 9) Utilities